

DEFINITIONS

Unless otherwise indicated by the context or is specifically defined in the policy, procedure and/or guideline, words used in this manual are understood to have the following meanings:

“Appointing authority” means a department head or designee having the power to make appointments, make changes in the status of employees, and take other actions as provided in civil service rules.

“City” means the City and County of Honolulu.

“Department” means any department, board, commission, agency or office of the city.

“Director” means the Director of the Department of Human Resources.

“Pay range” means the group of salary rates from minimum to maximum to which a class may be assigned as set forth in the salary schedules, and may also be referred to as “salary range”.